ME 404/504: Co-Op Education Policy

The purpose of ME 404/504: Co-Operative Education is to provide a practice-based educational experience. The Co-Op student works part-time or full-time in an engineering related position under the supervision of an engineer. The MME Department policy is to allow one credit of ME 404/504 for 200 hours of employment, which is equivalent to about one credit for half-time work during a ten week academic quarter. Students can apply no more than 4 credits of ME 404 or ME 504 to their degree program.

Students enrolled in ME 404/504 are not given credit for doing a job they already have. A Co-Operative educational experience should involve the creation of a work experience that does not already exist, or to add an educational experience in the context of a work environment. Consider the following scenarios as examples of well-defined Co-Operative Education experiences.

Scenario I: ACME Engineering Corporation wants to create an internship position for students. The internship will provide training to students who will work with ACME engineers doing engineering tasks. ACME understands that the students may not have engineering job experience and ACME is willing to invest supervisor time to train and support the student. The student is paid. ACME gets to know the student and may offer the student a full time position when she/he graduates. After working out the plan for the internship in consultation with the MME Co-Op Coordinator, ACME announces the position and selects the student for the internship.

Scenario II: Jane has a position with ACME Engineering Corporation. Jane may be a technician, or engineering support staff, or she may have the title of “engineer.” Jane heard from a fellow student that she can get credit for work done on the job. After a meeting with the MME Co-Op Coordinator, Jane realizes that she cannot get credit for doing a job that she already has, but that she can get credit for some additional engineering training or work experience on site at ACME. Jane consults with her supervisor and develops a plan to apply a Design of Experiments (DOE) study to some manufacturing problems ACME is having. Since Jane's job assignment is not to solve manufacturing problems, the DOE project constitutes an educational experience that satisfies the constraints of ME 404/504.

Scenario III: John participates in the Multiple Engineering Co-Operative Program (MECOP) administered by the Oregon University System. As a MECOP student, John receives 4 credits for one of his six-month-long internships. Only one MECOP internship can be taken for credit.
**Participation Guidelines**

Participation in ME 404/504 involves the following steps. Additional details (grading criteria, deadlines, etc.) are to be arranged between the student, Co-Op Coordinator, and supervisor in accordance with university policy.

1. If you already have an engineering related job, discuss it with the MME Co-Op Coordinator to define a work experience that qualifies for Co-Operative Education credit.

2. Obtain Co-Operative Education forms from the MME Office. The Engineering Experience Agreement is to be completed by student, supervisor and Co-Op Coordinator. The Employer Evaluation is to be completed by supervisor at the end of each term and returned to the PSU Advisor or given directly to the student who attaches it to the progress report.

3. Sign up for ME 404/504 by completing a “By Arrangement Request“ form, available in the MME Office, as early in the term as possible.

4. Submit a progress report at the end of every term for which credit is earned. Report Outline:
   1. Background on company
   2. General remarks about position
   3. Description of major duties and/or projects
   4. Outline of duties with estimated time
   5. Recommendation/conclusions about particular job and/or Co-Op experience in general
   6. Appendices (e.g. copies of notebook, technical reports, etc.)
ME 404/504: ENGINEERING EXPERIENCE AGREEMENT

This agreement must be completed and approved by all signatories before Co-Operative education program enrollment can be completed.

A. To be completed by Student (Co-Op Coordinator may contribute):
   Name: ___________________________  Student ID: ___________  Date: ___________
   Address: ________________________  City: ___________  State: ___________  Zip: ___________
   Telephone(s): ________________  Email: _______________________
   Co-Operating Company/Firm/Agency: ________________________________
   Address: ________________  City: ___________  State: ___________  Zip: ___________
   Supervisor: ___________________________  Title: ___________________________  Telephone: ___________
   ME 404/504 Credits for Term(s): ___________________________
   PSU Advisor: ___________________________  Email: ___________________________  Telephone: ___________

B. To be completed by Student and Supervisor (Co-Op Coordinator may contribute):
   Title of Job/Position: ___________________________  Hours per week: ___________
   Number of Weeks on Job: ___________  From: ___________  To: ___________
   Student Wage: ___________________________
   List of current work duties (skills, tasks, learning objectives, etc.):

C. To be completed by Student and Co-Op Coordinator (Supervisor may contribute):
   Estimated Due Date on Progress Report(s) (1 Report/Term Enrolled in ME 404):
   Co-Op educational activities supplemental to work duties (reading, research, training, etc.):

D. As parties to this agreement, we have accepted the responsibilities as stated on this form:
   Supervisor’s Signature: ___________________________  Date: ___________
   Student’s Signature: ___________________________  Date: ___________
   Co-Op Coordinator’s Signature: ___________________________  Date: ___________

D. Affirmative Action Data — The information requested here is solely for statistical reporting purposes in implementation of non-discrimination provisions of federal and state law. Your provision of this information is optional. Sex: □M □F
   □Veteran□Handicapped□Black□Hispanic□White
   □Asian/Pacific Islander□American Indian□Decline

Please return this form directly to the MME Department Co-Op Coordinator
Portland State University
Mechanical and Materials Engineering Department
P.O. Box 751
Portland, OR 97201
ME 404/504: EMPLOYER EVALUATION

At the end of each term, this form is to be completed by supervisor or engineer familiar with student's work. Feel free to attach a separate sheet for your feedback.

Student’s Name: Job Title:
Supervisor’s Name: Company:
Supervisor’s Signature: Date:

1. Please compare the student to other similarly assigned students or personnel, or with respect to achievement of objectives. (Circle the appropriate value)

   | Poor - 1 | 2 | Average - 3 | 4 | Excellent - 5 |
---|---|---|---|---|---|
Interpersonal Relations: | ☐ | ☐ | ☐ | ☐ | ☐ |
Attitude: | ☐ | ☐ | ☐ | ☐ | ☐ |
Judgement: | ☐ | ☐ | ☐ | ☐ | ☐ |
Dependability: | ☐ | ☐ | ☐ | ☐ | ☐ |
Learning Ability: | ☐ | ☐ | ☐ | ☐ | ☐ |
Quality of Work: | ☐ | ☐ | ☐ | ☐ | ☐ |
Punctuality: | ☐ | ☐ | ☐ | ☐ | ☐ |
Overall Performance: | ☐ | ☐ | ☐ | ☐ | ☐ |

2. Briefly describe this student’s strong and/or weak work habits.

3. Would you recommend this student to pursue a career related to this experience? If so, what additional recommendations would you make to better this student for such a career.

4. Were there any special problems affecting this student’s performance of objectives? If so, what were those problems? (Possible examples: fitting the Co-Op experience into other job related activities, deficiencies in the student’s training, interactions with the college, etc.)

5. Has this evaluation been discussed with the student? ☐ Yes ☐ No

Please return this form directly to the MME Department Co-Op Coordinator or give to student to include with End of Term Progress Report.

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